

Environment Online

Reference Guide – Prepare additional information, including the Environmental Review Document (ERD)

21 November 2023

Version 1



Prerequisites

An Environmental Review Document (ERD) is a report on the environmental review submitted to the EPA for assessment to meet the requirements of s.40(2)(b) of the EP Act. Environment Online can be used to prepare and submit the ERD. Environment Online can also be used to provide supplementary reports and information with a referral.

An ERD is included in an application for assessment. If you have not submitted an application to the EPA for assessment, refer to the **Submit an application in Environment Online** process. The following process should also be used to prepare additional information, including an ERD, as part of the assessment process.

The process can also be used to review and build on the information submitted in the referral application when requested to do so. Note that in this scenario, the ERD will not appear as a task on the Application dashboard, rather it will be initiated through a Request for Information (please refer to the **Respond to Request for Information (proponent)** process).

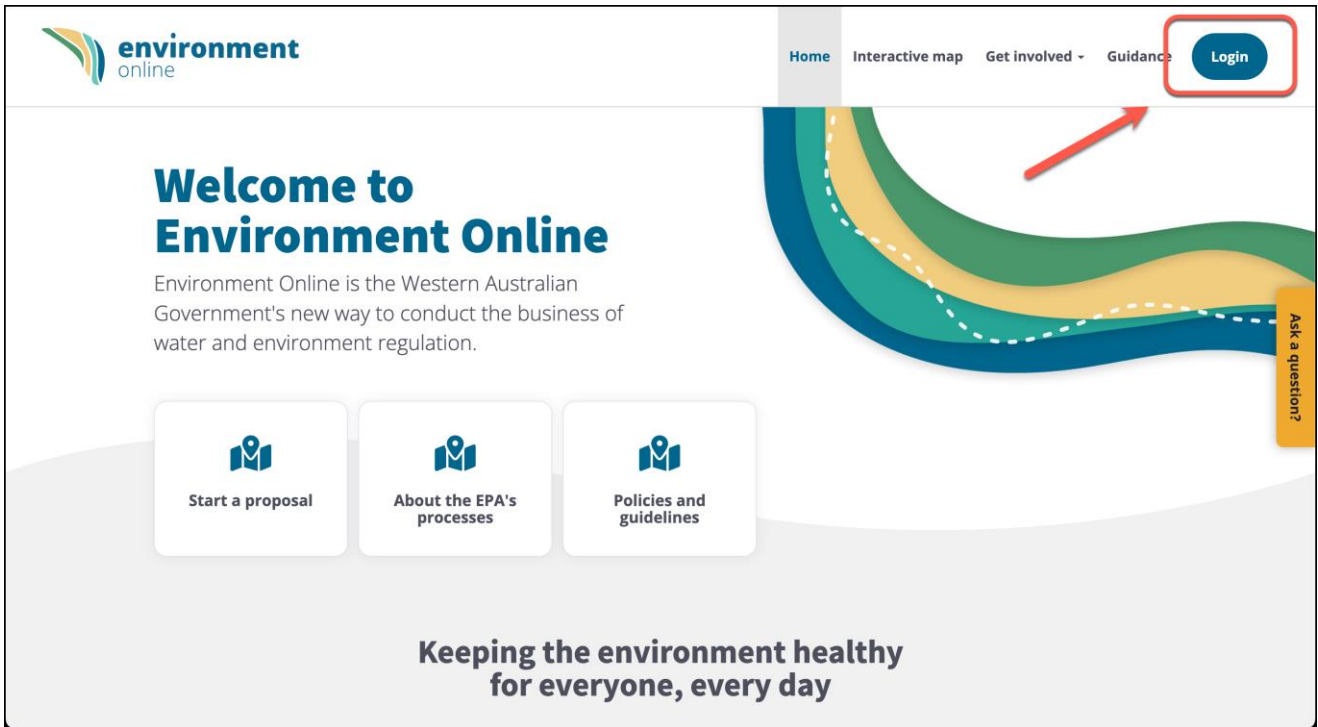
To create, review, or update an ERD in the Environment Online portal, you must be a registered individual or entity.

If you are unsure what information is required, consult the knowledge database, or request a pre-application meeting. Both options are available within the Environment Online portal.

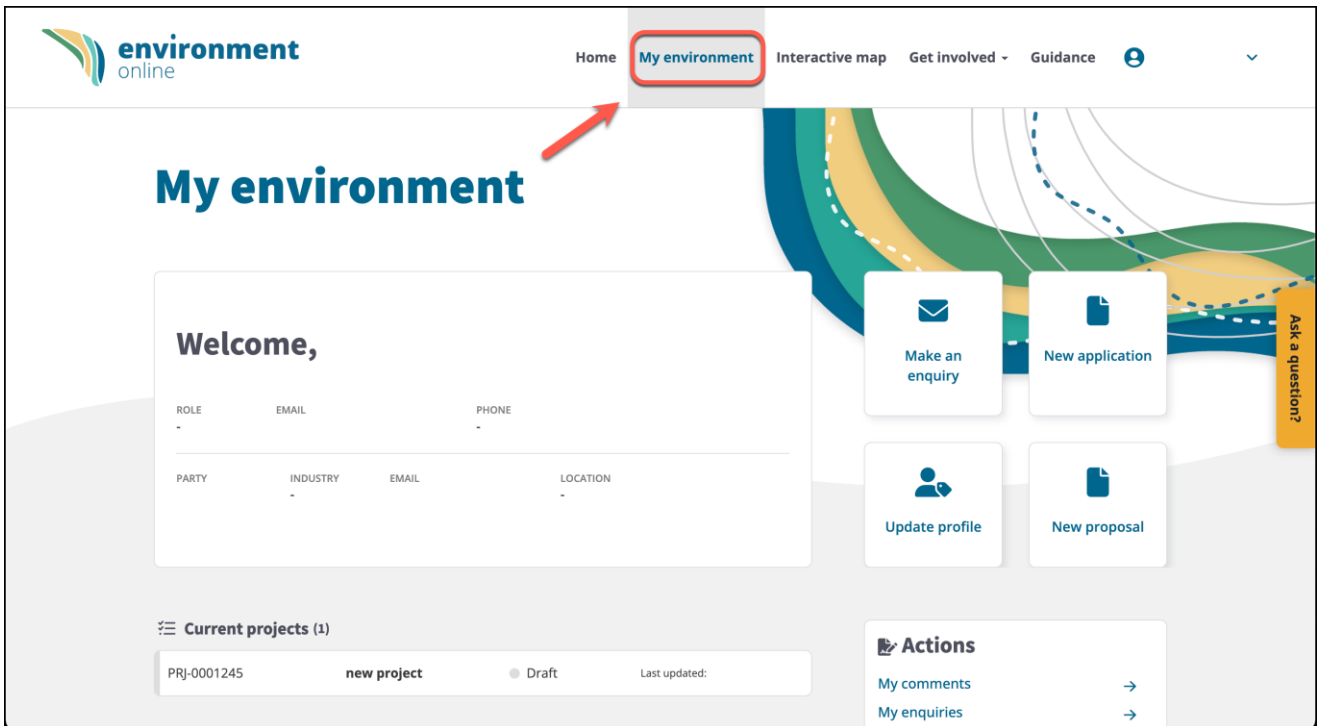
You must be logged in to the Environment Online portal to create an application.

Provide additional information

1. Log in to the **Environment Online Portal**

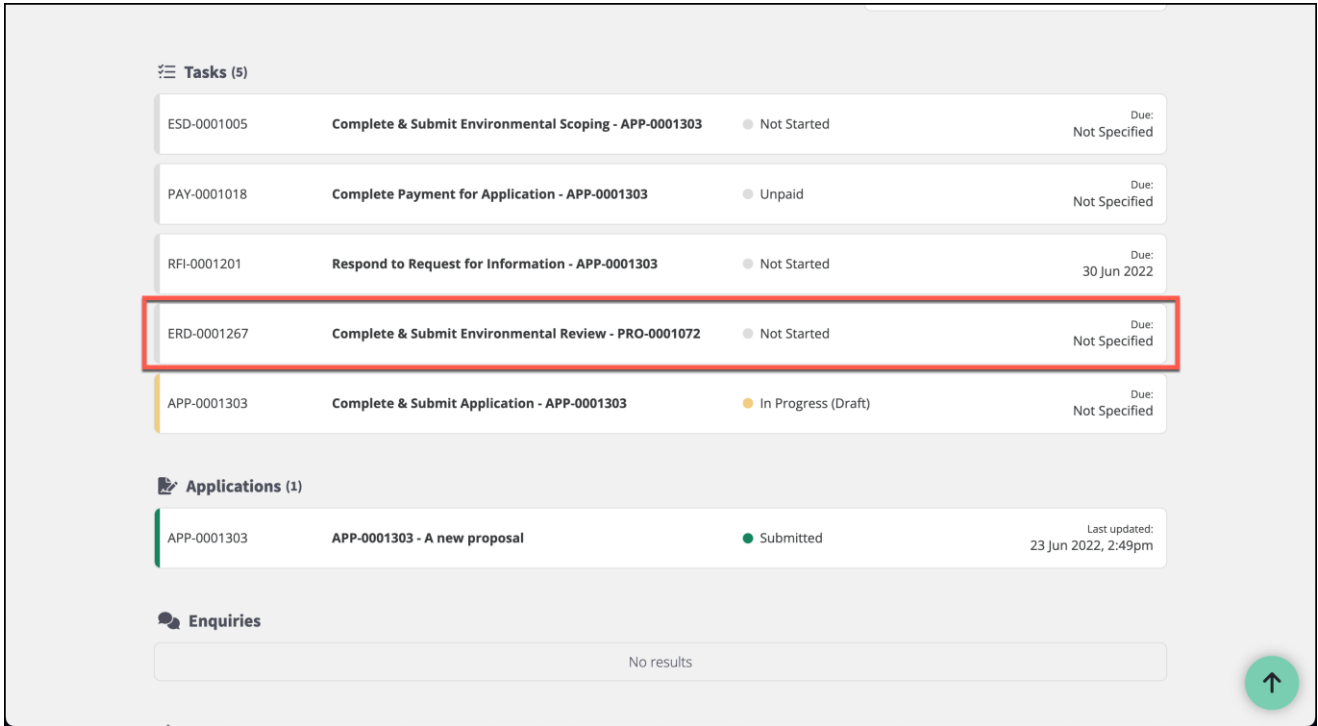


2. Navigate to **My Environment** to view your current applications



3. Scroll down to the **Tasks** list, then select the **Complete & Submit Environmental Review** task

Note: If you are responding to a Request for information, the ERD will not appear as a task on the Application dashboard. Please refer to the **Respond to request for information (proponent)** process.



4. Familiarise yourself with the Environmental Review submission form page. Download the required checklist and review the provided instructions, then select **Continue**

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Environmental Review submission form

This scope is used by the EPA to specify the form, content, indicative timing and procedure of the environmental review to meet the requirements of s. 40(3) of the EP Act. The Environmental Review Scope outlines the preliminary key environmental factors, any specific work required and key areas of focus for the environmental review. The Environmental Review Scope also includes an indicative outline of the timing of the environmental review (indicative timeline), which the EPA is required to publish

Before you begin

Download the Environmental Review checklist

Get a list of things you'll need to do and have ready to complete the form. You'll need to make sure you have [created a project](#) or make one when you start.

[Download checklist](#)

Review important guidelines and instructions

Ensure you get things right for the best possible outcome

[Environmental factors](#)
[Impact assessment guidance](#)
[How to calculate offsets](#)

Important

Confidential information must be submitted in attachment. It is the EPAs discretion as to whether something remains confidential.

[Continue](#)



5. Review and update the previously submitted content of the ERD, including:
 - a. Alternatives
 - b. Aspects
 - c. Mitigations
 - d. Environmental assessments
 - e. Offsets
 - f. Matters of national environmental significance
 - g. Object and principles of the EP act
 - h. Environmental conclusion
 - i. Attachments
 - j. Environmental review document

Note: for a detailed description of each of the above fields please refer to the **Submit an application in Environment Online** reference guide.



Environmental Review

Environmental Review - Creating a new project

Home / Environmental Review ... / Alternatives

Alternatives

Alternative Name ↑	Alternative Type
No Development alternative	No Development

- Make an enquiry
- Request a pre-referral meeting
- Refer to the EPA
- Start an application

Alternatives

Aspects

Mitigations

Environmental assessments

Offsets

Matters of national environmental significance

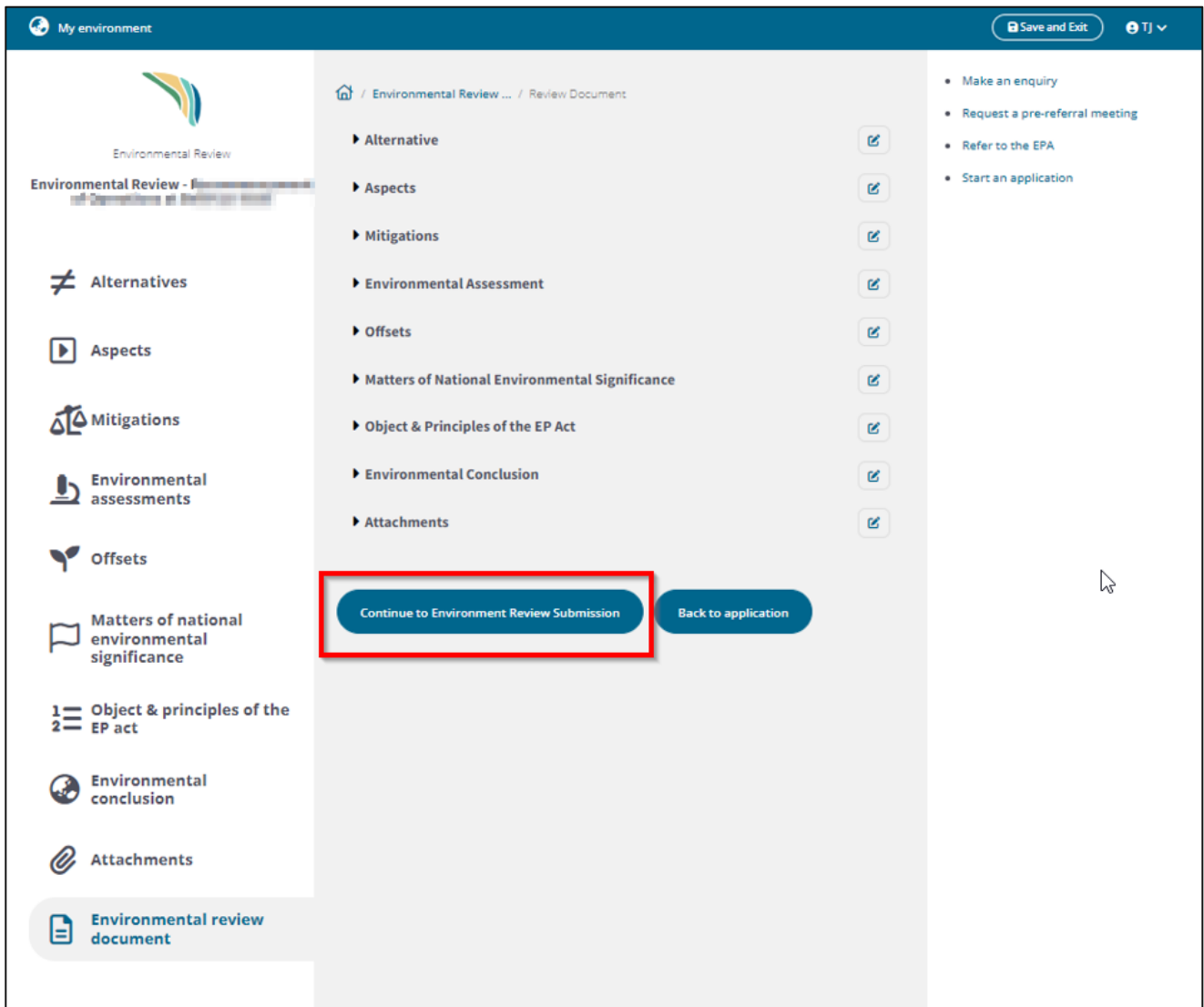
Object & principles of the EP act

Environmental conclusion

Attachments

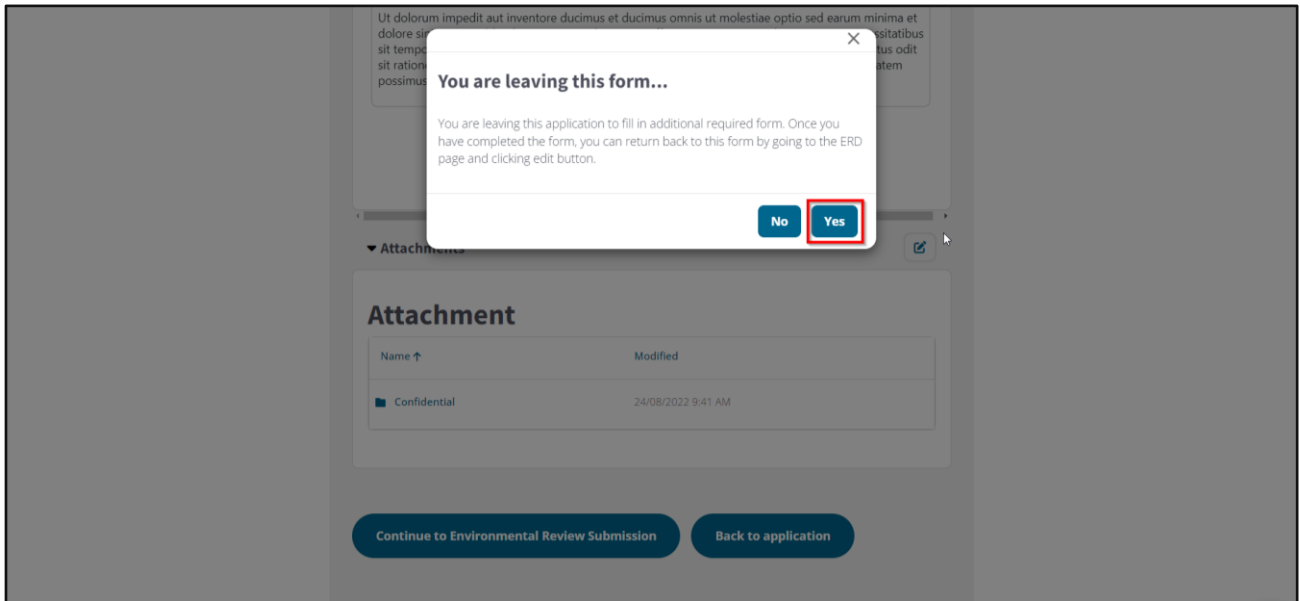
Environmental review document

6. Select **Continue to Environment Review Submission**

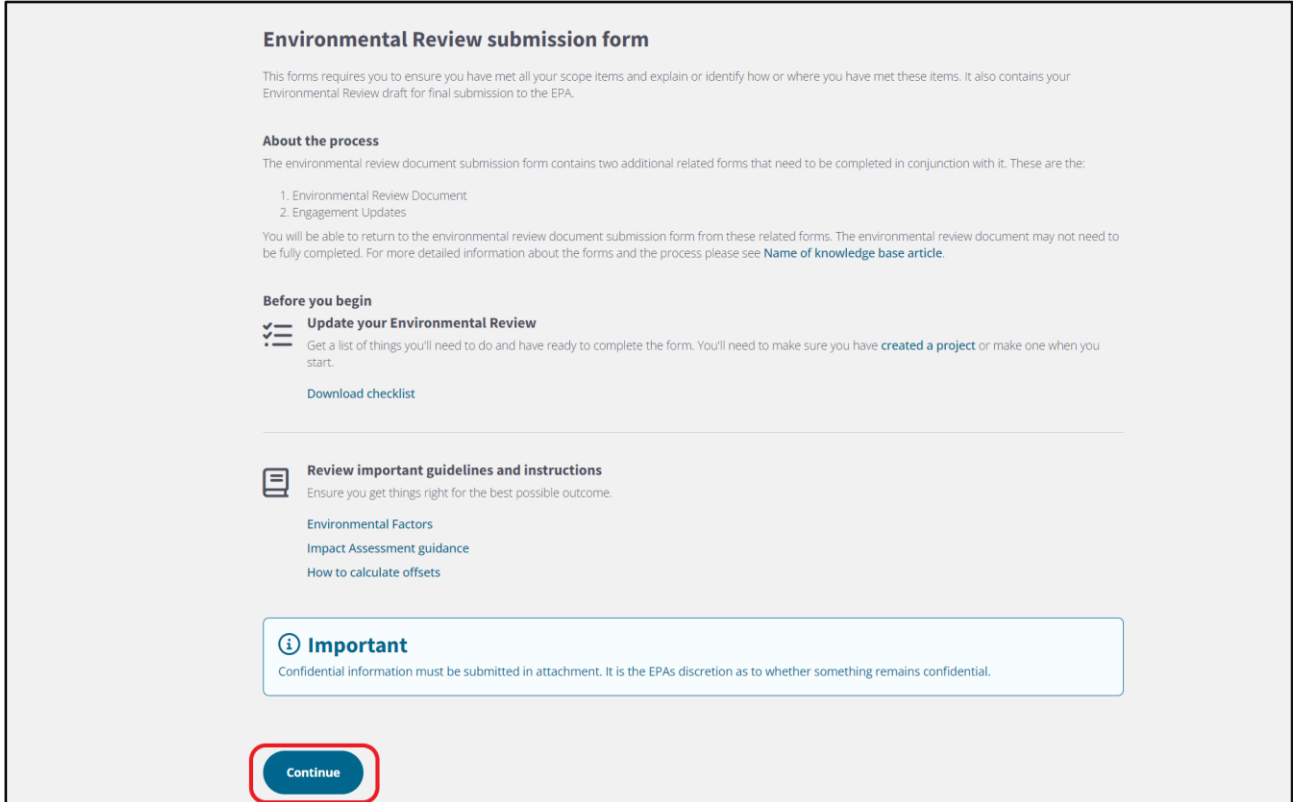


7. Click yes on the pop-up

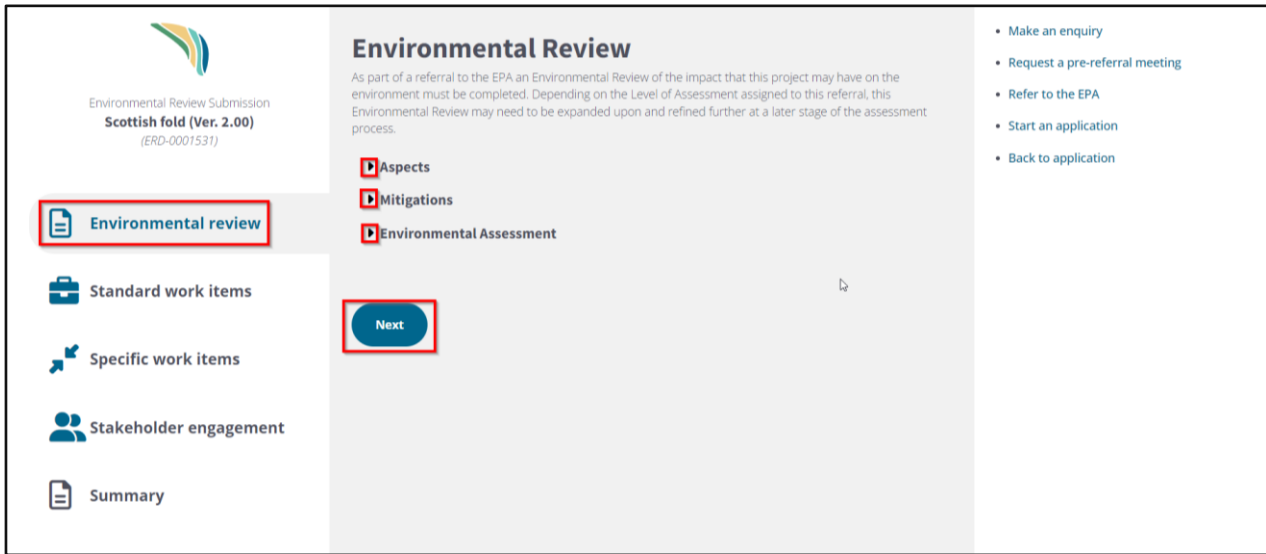
Note: clicking the pop-up will take you to the next section of the form



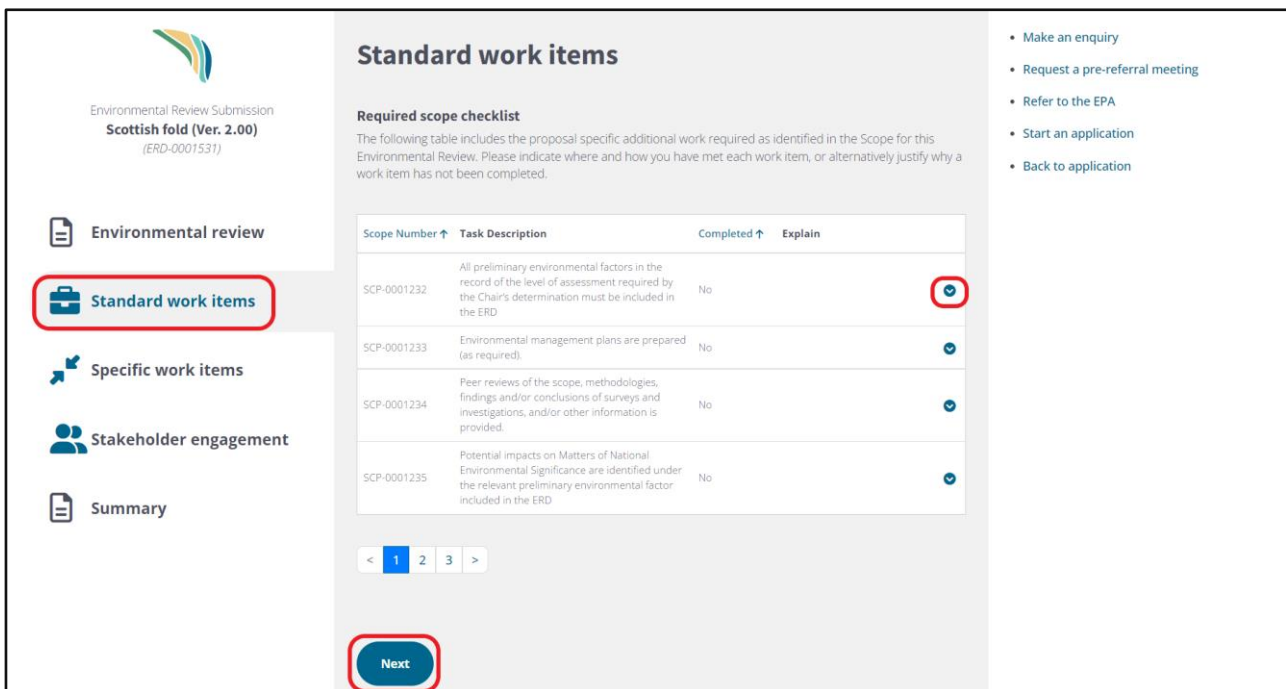
8. Familiarise yourself with the Environmental Review submission form page. Download the required checklist and review the provided instructions, then select **Continue**



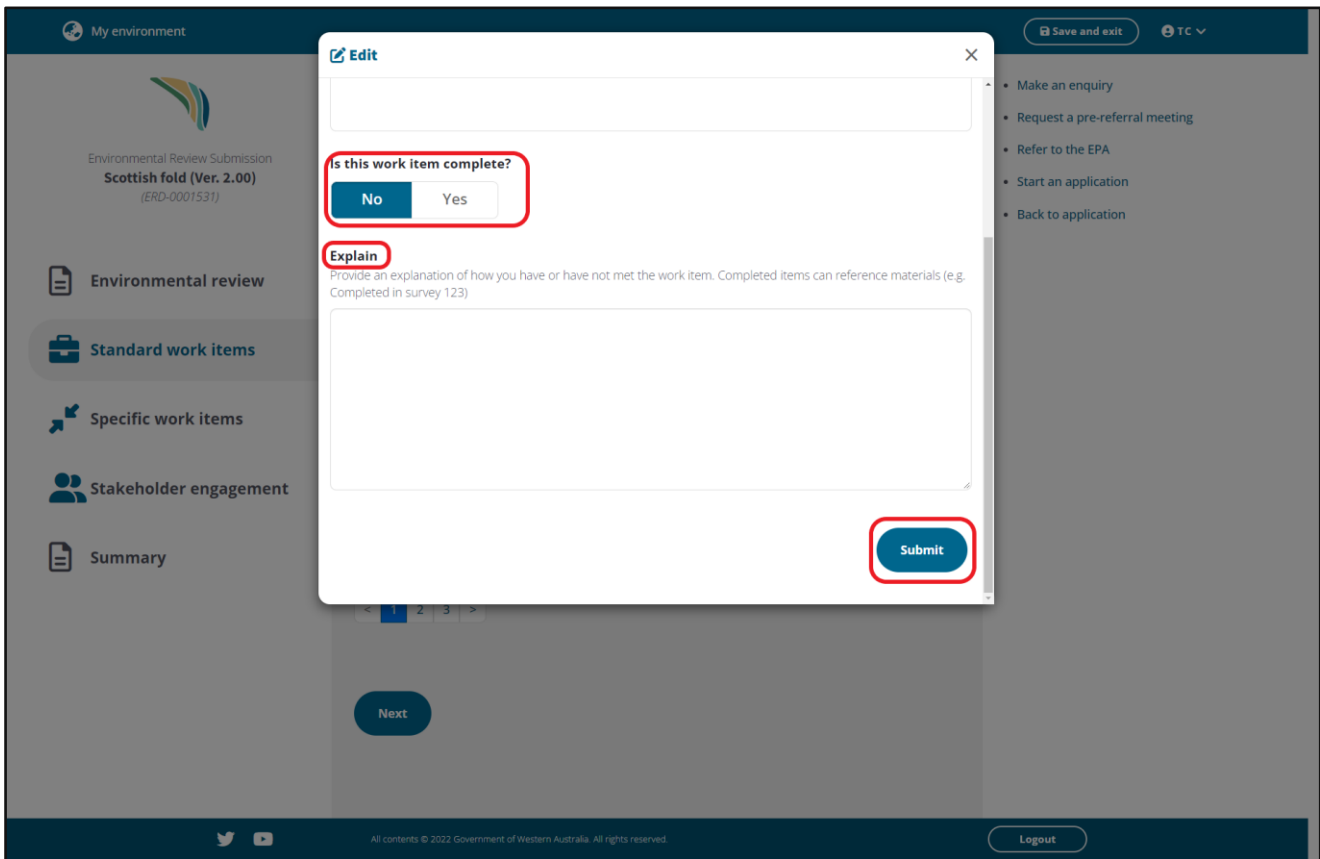
9. Review the summary of the aspects, mitigations and environmental assessments provided. Select **Next**



10. Review and edit each of the **standard work items** by selecting the down arrow

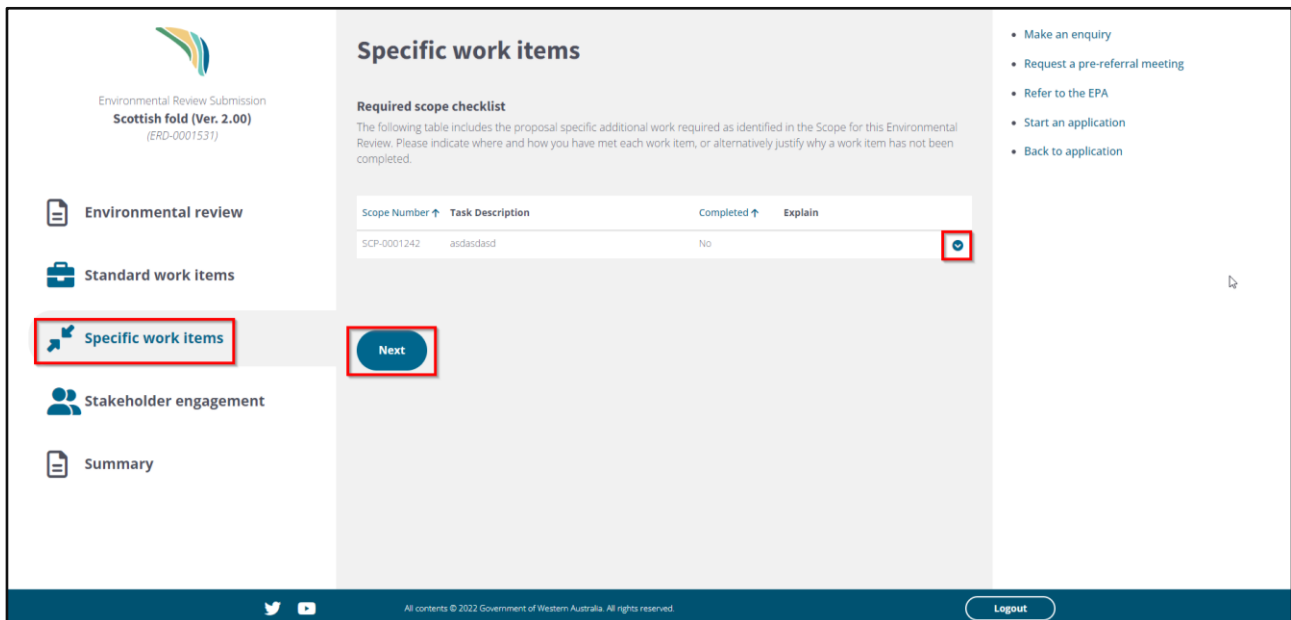


11. Indicate whether the **standard work item** is complete, and then provide an explanation of how the work item has been or has not been met.



12. Once all the **standard work items** have been addressed, click next

13. Review and edit each of the **specific work items** by selecting the down arrow



14. Indicate whether the **specific work item** is complete, and then provide an explanation of how the work item has been or has not been met

The screenshot displays the 'My environment' web application interface. A central modal window titled 'Edit' is open, featuring a question: 'Is this work item complete?' with two radio button options, 'No' and 'Yes'. Below this is an 'Explain' section with a text area for providing details and a 'Submit' button. The background shows a sidebar with navigation options: 'Environmental review', 'Standard work items', 'Specific work items' (highlighted), 'Stakeholder engagement', and 'Summary'. A right-hand menu lists actions: 'Make an enquiry', 'Request a pre-referral meeting', 'Refer to the EPA', 'Start an application', and 'Back to application'. The top of the page includes 'My environment', 'Save and exit', and 'TC'.

15. Once all the **specific work items** have been addressed, click **next**

16. On the **Stakeholder engagement page** update the following sections, if required:

- a. Decision Making Authorities
- b. Key stakeholders
- c. Consultation register
- d. Commonwealth government approvals

Note: For easy navigation, right-click on each section that needs updating and open the section in a new tab.

Engagement updates
Please ensure the following details are up-to-date. A record of the information contained in the tables will be made when this form is submitted.

Decision making authorities [Update DMA's](#)
Please add all decision making authorities for this project below.

Key Stakeholders [Update Stakeholders](#)
Ensure that you have included the traditional land owners in your list of key stakeholders.

Consultation Register [Update Consultations](#)
Please identify relevant organisations, associations, or individuals whom you have or have not had consultations with. You must justify why you have not had consultations with potentially interested parties. Be sure to include the last 3 consultations with traditional land owners.

Commonwealth government approvals (CGA's) [Update CGA's](#)
If your commonwealth status has changed, please ensure you reflect the correct status.

[Next](#)

- Make an enquiry
- Request a pre-referral meeting
- Refer to the EPA
- Start an application
- Back to application

17. Click **next**

18. Review the **summary** of information provided in the **Environmental Review Submission**

Review & submit
Please ensure the information provided is current and accurate before submitting this Environmental Review.

- ▶ Environmental Review
- ▶ Standard work items
- ▶ Specific work items
- ▶ Stakeholder engagement

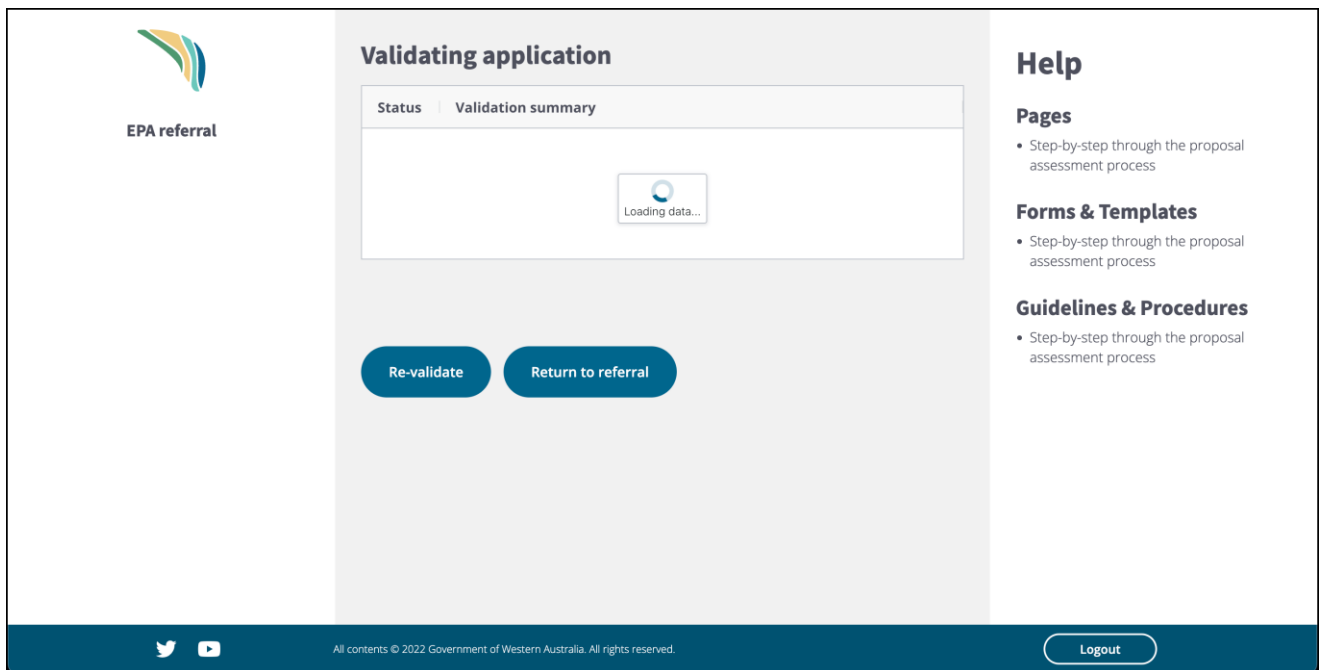
I confirm that I am authorised and have delegated authority to submit this application and engage in communication with the EPA and the Department of Water and Environmental Regulation regarding this application.

[Submit Environmental Review Submission](#)

[Back to application](#)

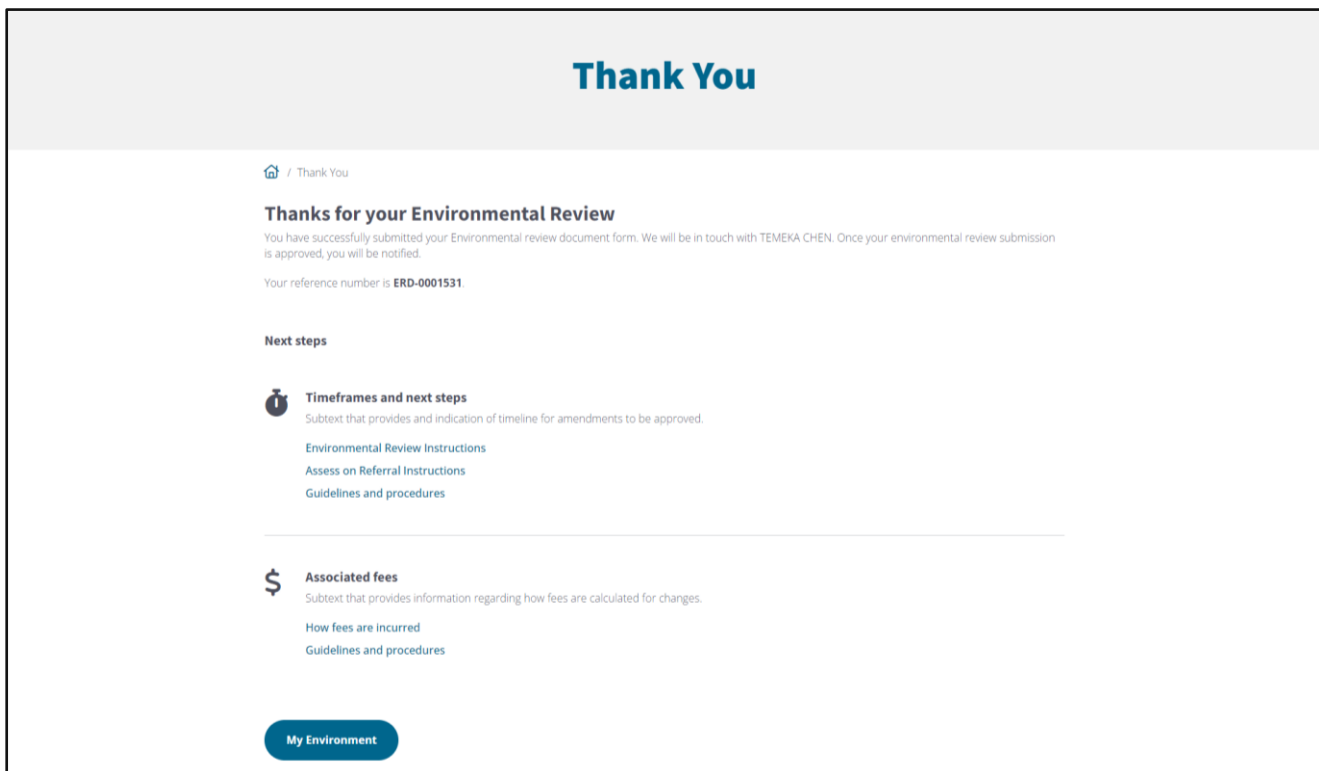
- Make an enquiry
- Request a pre-referral meeting
- Refer to the EPA
- Start an application
- Back to application

19. The application will commence a validation process



20. When your application is successfully validated, it is automatically submitted to the EPA for review.

21. The **Thank You** page will display. Take note of your **reference number**.



22. You will receive an email notification, and the referral can be viewed in your tasks list of My environment.

